



JOB OPENING
TOWN OF NORTH READING

This posting is for the position of: **Building Superintendent**

This position is responsible for the planning, organization, direction and control of repair, maintenance, capital improvements, custodial services, and security for Town buildings.

The following is a list of requirements:

- Establish and administer schedules and procedures for the regular, ongoing custodial care and maintenance of all Town buildings and grounds.
- Prepare, oversee, and monitor all custodial and maintenance contracts.
- Develop a five-year capital improvement plan for buildings, grounds and related equipment.
- Develop annual budget requests for Town Building Division.
- Procure materials, supplies, services and materials in accordance with Mass General Law. Initiate purchase orders with supporting documents.
- Provide construction management and inspection for all Town building construction, renovation and improvement projects with respect to on adherence to plans & specifications, project time lines and budgets.
- Develop a comprehensive preventive maintenance program for all Town buildings.
- Position is classified as an Essential Employee and the employee must be able to work long hours 24/7 when necessary.
- Occasionally performs duties of the Building Maintenance Worker
- A full job description is available upon request.

This is a 35 hour a week position salaried position \$60,000.

Interested applicants should send resume to Human Resources,

aolsen@northreadingma.gov

Subject Line: DPW BLDG SUPT

Equal Opportunity Employer